

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

STATISTICAL RESEARCH ANALYST 1

DEFINITION

Performs technical work in obtaining, compiling, evaluating and reporting of statistical data; performs related work as is required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Applies established theory, techniques and methodology to a limited number of standard research and reporting assignments.

Conducts surveys to obtain program information, prepares estimates and maintains records, assists in the establishment of benchmarks and internal controls.

Determines or recommends the scope and size of samples and resources to be used; edits statistical data for accuracy, completeness and consistency; develops reporting forms.

Assists or prepares directives sent to offices which are affected by changes in procedures and methodology, corresponds with offices in matters related to the program.

Attends meetings and conferences to clarify reporting procedures and keep current in revisions or alterations in operating procedures.

Prepares standard statistical reports and assists in the preparation of complex statistical reports.

COMPETENCIES REQUIRED

Knowledge of mathematics and statistical methods and techniques.

Knowledge of research methodology.

Knowledge of mechanical and electronic equipment used in processing data.

Knowledge of the sources of data and methods of obtaining data.

Ability to analyze and interpret complex statistical material and to present analyses and conclusions clearly and precisely.

Ability to plan and execute limited research projects.

Ability to express ideas effectively, orally and in writing.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Statistics, Mathematics, or Economics;

OR

four years' experience involving responsible technical statistical analysis or economic research work;

OR

an equivalent combination of experience and education substituting one year of the required experience for each (30 semester hours) of the required education;

OR

employees with current continuous experience in the state executive branch that includes eighteen months of full-time work as a Statistical Assistant shall be considered as qualifying.

Effective Date: 06/09 DDF